



## JOB POSTING

**DATE:** March 27, 2019  
**JOB TITLE:** Assistant Asset Manager  
**REPORTS TO:** Asset Management  
**SALARY:** Negotiable up to \$17.34  
**FLSA STATUS:** Non-Exempt  
**DEADLINE:** Tuesday April 2, 2019 or until filled

### JOB SUMMARY

Working under the supervision of the Asset Manager, the incumbent assists the Asset Manager in the supervision and staff work necessary for the proper completion of administrative management function of low-income public housing and for the quality of life as well as the physical and financial condition of the assigned property. The incumbent represents the Asset Manager on committees and at meetings during regular and non-regular working hours. Fulfills duties in the absence of the Asset Manager.

### MAJOR JOB RESPONSIBILITIES

Assist in the property management duties include, but are not necessarily limited to the following:

**1. Assist the Asset Manager in establishing work schedules and assigned work as required to maintain efficient use of management staff time and assisting in the supervision of the day-to-day maintenance of the property, including:**

- Assisting in overseeing the development of the annual, monthly and weekly maintenance calendars upon which routine and preventive maintenance activities are scheduled and work orders issued;
- Supervising logging, and monitoring the prioritization, assignment, close-out, and quality control of resident maintenance request;
- Ensuring 24-hour emergency maintenance service is available;
- Walking the property daily (rain or shine) to check for skips, curb appeal, hazardous conditions and other needs; inspecting common areas, hallways, community rooms, and interior hallways daily and ensures that work orders are issued to address deficiencies;
- Inspecting vacant units, assigning make-ready work, tracking make-ready time;
- Determining when and what residents should be charged for damages and neglect beyond normal wear and tear; Keeping the list of "charges in addition to rent" updated and accurate;
- Conducts semi-annual batter replacement program;
- Conduction UPCS inspections of each unit, documenting the results and correction all deficiencies, including workability of smoke alarms;
- Coordinating with the HUD UPCS inspector to ensure that all units are available for inspection and that all deficiencies noted are corrected within the HUD specified timeframes.

**Submit resume by Tuesday April 2, 2019, 5pm, until filled - to:**

Name: Bret Stone/Human Resources Director  
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